Procedure: Leave Sharing

Purpose: Permits eligible employees in a leave without pay or docking status to receive income by using leave donated to them by other employees.

Eligibility: Full and part-time (20 – 40 hours per week) salaried Classified, University Staff, and Research Assistants who qualify for the Family Medical Leave Act (FMLA).

Important: Leave Sharing may be used when leave balances have been depleted and either an employee has an illness or injury or a family member covered by the Family Medical Leave Act has an illness or injury. Employees participating in short-term disability programs receive benefits for personal injury or illness and are not eligible for leave sharing for these reasons; however, these employees may participate in leave sharing for a family member.

Requesting Leave:

Employee’s responsibility:
- Inform supervisor that leave sharing is being initiated and your expected absence
- Complete forms to request Family Medical Leave
- Complete Leave Sharing Recipient Application
- Complete Ill Health Certification Form – this does not need to be completed if the family member has the illness or injury

Supervisor’s/Department’s responsibility:
- Provide signatures for FMLA and Leave Sharing Recipient Application (supervisor’s signature not required on Ill Health Certificate) and ensure forms are submitted to UHR Leave Center
- With the employee’s permission notify your department of the need for donated leave (employees may donate Annual Leave or University Leave in 8 hour increments by completing the Leave Sharing Donor Application to support the recipient)
- If the employee will be on leave without pay (lwop) for more than 14 consecutive days the department’s HRMS Specialist needs to update the employee’s assignment status to leave without pay (no leave will need to be entered on the on-line timecard while the employee is in a lwop status, nor does a paper timesheet need to be completed)
- If the employee will be out less than 14 consecutive days without pay (docking) then the department’s timekeeper will enter the entire pay period using FMLA for the absence hours related to the leave sharing (a paper timesheet should be completed and given to the department’s timekeeper; employee and supervisor should not submit an on-line timecard)

UHR’s responsibility:
- Provide information and counseling regarding Leave Sharing to employee and department
- Provide assistance to supervisor/department in collecting donated leave if needed
- Communicate with department/employee approval dates for leave sharing
- Enter the leave sharing hours for each affected pay period to ensure a paycheck is created
- Verify and ensure the appropriateness of supporting documentation
- Ensure that time and leave are entered appropriately

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